

UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT  
OFFICE OF THE CLERK, RICHMOND, VIRGINIA  
**POSITION ANNOUNCEMENT (16-01)**

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Position: **CASE MANAGER (more than one position may be filled)**  
Location: Richmond, Virginia  
Application Period: Apply by April 29, 2016, to receive full consideration  
Classification/Salary Range: CL 24/25 (\$36,218-\$65,006)

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**POSITION OVERVIEW**

Case managers are responsible for managing the procedural aspects of an appeal from case opening through issuance of the mandate. Responsibilities include: opening new cases filed in the Court, maintaining the case docket, setting filing deadlines, obtaining compliance with fee and filing requirements, processing motions pursuant to the Court's operating procedures, reviewing briefs and other documents for compliance with appellate rules, taking action on documents filed with the Court, drafting orders, entering judgments, monitoring the status of appeals, and answering procedural questions regarding the case from counsel, litigants, and other offices.

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**QUALIFICATION REQUIREMENTS**

The position requires the ability to apply federal and local rules of procedure; skill in handling procedural matters; strong written and verbal communication skills, including skill in drafting and proofreading documents for spelling, grammar, punctuation, and usage; and, the ability to interact effectively with judges, attorneys, litigants, and court personnel. Applicant should possess strong computer skills including proficiency using word processing and email. Ability to use the federal Case Management/Electronic Case Filing System is desirable. A four-year college degree is preferred, but not required.

Qualification at the CL-25 level requires at least two years of progressively responsible clerical experience involving the routine use of keyboard skills, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws, including at least one year equivalent to work at the CL-24 level. Candidates who do not have the requisite experience for consideration at the CL-25 level will be considered for appointment at the CL-24 level.

The US Fourth Circuit is one of only twelve intermediate federal courts in the country and is located in the heart of downtown Richmond, Va.

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**EMPLOYEE BENEFITS**

Employees of the U.S. Courts are not classified under Civil Service; however, they are entitled to

the same benefits as other federal employees, including paid vacation and holidays; an opportunity to elect medical, dental, life, vision, and long term care insurance; retirement benefits; and eligibility to participate in the federal Thrift Savings Plan.

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#### **APPLICATION PROCEDURE**

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf> to: [4cca-vacancy@ca4.uscourts.gov](mailto:4cca-vacancy@ca4.uscourts.gov). Please email [4cca-vacancy@ca4.uscourts.gov](mailto:4cca-vacancy@ca4.uscourts.gov) with any questions. Incomplete applications will not be considered.

Applications should be received by April 29, 2016, to receive full consideration, and please include "Job Announcement 16-01" in the subject line.

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#### **CONDITIONS OF EMPLOYMENT**

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending a suitability determination by the Court, based on the results of a background check. Employees of the federal judiciary serve under "Excepted Appointments," and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court does not provide reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior notice.

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**The United States Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.**